



*Town of Milton*  
115 Federal Street, Milton, Delaware 19968  
www.milton.delaware.gov  
Phone: 302-684-4110 Fax: 302-684-8999

## **JOB DESCRIPTION**

<b>Job Title:</b>	<u>Water Superintendent</u>	<b>Reports to:</b>	<u>Town Manager</u>
<b>Classification:</b>	<u>Exempt</u>	<b>Hours:</b>	<u>40hrs/week and On-Call Shifts as required</u>
<b>Prepared by:</b>	<u>Town Manager</u>	<b>Approved by:</b>	<u>Mayor &amp; Town Council</u>
<b>Date Approved:</b>	<u>2/20/2023</u>	<b>Last Revision Date:</b>	<u>February 2023</u>

## **SUMMARY**

The Water Superintendent is responsible for the daily operations of the Water Department and daily supervision of employees assigned to the department. The Water Superintendent takes direction primarily from and reports to the Town Manager, or designee. The Water Superintendent must have the ability to frequently bend, sit, stand and walk on a daily basis, climb stairs, steep steps, tank walls, and ladders with minimum protection, work outdoors in sometimes adverse conditions, and lift up to 100 lbs.

## **PRIMARY RESPONSIBILITIES**

1. **Oversee and direct the planning, organization and coordination of the various functions of the Water Department** including, but not limited to: repairs, maintenance, and monitoring for service disruptions and leaks.
2. **Oversee and direct the installation, replacement, repairs and maintenance** of town-wide water piping and appurtenances including, but not limited to, pipes of varying sizes, water meters, other flow-monitoring devices, pumps, chemical feed systems, and other related equipment as necessary.
3. **Supervise, mentor and coach Water Department employees** by implementing mentoring & training programs and by completing performance evaluations of full-time employees.
4. **Delegate, monitor, evaluate and follow-up on all departmental tasks and projects.**

5. **Recommend and review methodology for compliance with the Safe Drinking Water Act** at wells, water treatment plants, and throughout the water distribution system to maintain the requirements for compliance of the Town's systems.
6. **Delegate the collection of meter readings for utility billings and promptly provides said data to the Accounting Clerk as scheduled.** Follow up when necessary to ensure accurate readings have been recorded.
7. **Prepare, organize and direct department resources to prepare for, respond to, and recover from weather events and other emergencies** impacting the public water system. **Work with the Maintenance & Recreation Superintendent during emergencies** and coordinate staff and equipment as required. **Respond, or delegate response, to after-hours emergencies** involving the Water Department.
8. **Review and administer department bids and contracts.** Track and follow through to completion.
9. **Work effectively with Town departments** for coordination of tasks and programs.
10. **Assist with set up of Master Meter Readings** (ensure routes and sequences are prepared, and ensures radio signal is adequate). **Follow up** to ensure prompt completion.
11. **Prepare annual operating and capital budgets,** including proposals such as planning for proper allocation of personnel, equipment and monetary resources to ensure proper service to the public. Monitor department expenditures for budget compliance; and prepare purchase order requests for goods, services and materials.
12. **Ensure that all work performed is accomplished in a safe and efficient manner, in accordance with town policy, OSHA, EPA standards** and/or other applicable State and Federal regulations.
13. **Compile daily, monthly, and yearly Water Usage reports** for DNREC and the Delaware River Basin Authority.
14. **Prepare and submit documentation for billing** of projects, work orders and other tasks which may require town reimbursement.
15. **Provide advisement to Town management on matters concerning the Water department.**
16. **Oversee the timely completion of work orders and complaint forms,** then provide documentation to assigned staff for tracking.
17. **Maintain records and generate timely reports** of the department.
18. **Respond to all inquiries in a timely and courteous manner,** providing information within the scope of knowledge and authority.
19. **Maintain and monitor the town's asset management program.**
20. **Analyze data** to determine answers to questions from customers or members of the public.
21. **Adhere to all town policies, procedures, and ordinances and Town Charter.**
22. Other related duties as assigned by Town Manager.

## **ADDITIONAL RESPONSIBILITIES**

1. Attend meetings of the Town Council and Water Committee, and represent the Town at relevant trainings, workshops, conferences, and events.
2. Maintain current and applicable certifications, and ensure the same for subordinate staff.
3. Coordinate schedules with Maintenance & Recreation Superintendent for use of shared public works equipment.
4. Record accurate statistical data relative to the Water Department, such as well readings, and pump logs.
5. Review, initiate, and monitor safety and training requirements/procedures for equipment.

6. Review building permits and advise of additional fees for new services and/or upgrades within 5 days of permit receipt.
7. Assist with disconnect/reconnect of water service due to delinquencies or any matter in accordance with Town code.
8. Ensure completion of a daily, visual safety inspection of Town owned vehicles used by the department.
9. Assist with the installation and testing of residential water meters.
10. Monitor the performance of all equipment, gauges, charts, and appurtenances associated with the Town's water system.
11. Perform quality checks and water samples, as required.
12. Participate in on-call, special events, weather-related emergencies and other assigned duties, snow removal, storm damage recovery and other disaster mitigation operations, as required by the Town Manager or Mayor.
13. Work with contractors for new services, upgrades or maintenance, and performs inspections.
14. Prepare and submits to the Accounting Clerk, data for residential meter installation, removal, replacement, or repair.
15. File and maintain records and keep office and shop areas in an orderly fashion.
16. Perform work of higher classified positions occasionally, as assigned.
17. Perform duties of similar complexity in any town department, as required or assigned.

## **AMERICANS WITH DISABILITIES ACT**

This is heavy work requiring the exertion of more than 100 pounds of force occasionally, and in excess of 50 pounds of force frequently or constantly to move objects. Labor-intensive tasks requires the constant ascend and descend of self outside and within buildings; positioning self to move about work space and places of inspection; balancing, stooping, kneeling, crouching, crawling, reaching, grasping, repetitive motions, standing, walking, pushing and pulling. Visual acuity is required for depth perception and color perception, night vision, visual inspection involving small defects and/or small parts. Manual dexterity and strength is required for the use of measuring devices, assembly, fabrication or repair of devices or equipment at arm's length. The worker may be subject to adverse environmental conditions of temperature, noise and vibration for an extended period of time. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels.

## **EDUCATION / QUALIFICATIONS / REQUIREMENTS**

### ***Education:***

High school diploma or equivalent education with at least five years of relevant experience.

or

Associate's Degree or certificate in a related field with at least three years of relevant experience

or

Bachelor's Degree in a related field from an accredited college or university with at least one year of relevant experience

### ***Requirements:***

Must be a United States citizen or otherwise eligible to be employed under the Immigration Reform and Control Act and provide documents required for the completion of an I-9 form. Valid driver's license, auto insurance, and reliable transportation required during the term of employment.

- A CDL, Class B license is preferred, or must be obtained within 180 days of employment.
- Drinking Water Operator License with endorsements in Chlorination and Fluoridation Water Sampler Certification is required.
- ASSE Backflow Certification is required or must be obtained within the 180 day probationary period unless otherwise extended by the Town Manager or designee.
- Flagger Certification from the American Traffic Safety Services Associations is required, or must be obtained within 180 days of employment.
- Five years of supervisory experience, and experience in staff training and procedural manual development are required.
- Bi-lingual ability is preferable, but not required.
- Pre-employment drug testing is required.

### **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to acquire considerable knowledge of the Town's Charter, Codes, functions, and policies/procedures, within 180 day probationary period.
- Ability to communicate effectively and tactfully through reading, writing, and speaking the English language.
- Ability to use good judgment in the completion of a variety of work situations; and plan work to meet deadlines.
- Ability to supervise work on a large scale over a wide area.
- Ability to respond to after-hours call-outs.
- Ability to work in extreme (hot and cold) temperatures.
- Ability to work in confined spaces as well as at great heights.
- Ability and skill to read and interpret numbers and readings on scales, gauges, and other monitoring devices.
- Ability and skill to safely operate machinery and other equipment including, but not limited to, backhoes, bulldozers, scrapers, dump trucks, centrifuges, pumps, other electrical and mechanical tools and equipment, as well as hand tools and safety equipment.
- Ability to independently make complex decisions in a timely manner.
- Ability to maintain a professional appearance and provide a positive company image to the public.
- Ability to establish and maintain effective working relationships with team, peers, elected officials, management and public.
- Knowledge of and ability to use office equipment including but not limited to: computer, facsimile machine, scanner, telephone, and copier.
- Knowledge of and the ability to use the Microsoft Office Suite and other applicable software.
- Knowledge of working with fuels, chemicals and potential contact with human or infectious waste. Operates within these extremes in the safest possible manner.

- Knowledge of OSHA, EPA and other safety-related regulations.
- Knowledge of and ability to prepare a departmental budget including the allocation of revenues, equipment, and manpower.
- Knowledge of plumbing principles and the skill to install, repair and maintenance a public water system.

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Employee Signature

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Date

**NOTE:** *By signing this document I am agreeing to the statements contained in this job description. These statements reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.*